COURSE OUTLINE: CSO0104 - INTRO OS/LAN - ADMIN

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	CSO0104: INTRODUCTION TO PERATING SYSTEMS AND LAN
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	18F
Course Description:	This course will introduce students to the use of client and server Operating systems. The first portion of this course is dedicated to familiarizing students with Sault College`s computing infrastructure regarding security, terms-of-use policies, quotas and login/logout procedures. Students will then install and configure their own personal copy of Microsoft Windows 10 Professional. The topic of Network Operating Systems is then introduced of which students will install and configure Windows Server 2016, whereas gaining practical hands-on skills in installation, administration, file permissions, firewalls, DNS Server (Domain Name Service) and Network Printing services. Microsoft Windows 2016 Server and Windows 10 will be the primary learning software operating systems used.
Total Credits:	5
Hours/Week:	4
Total Hours:	60
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50% Students are expected to be present to write all tests in class. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a grade of zero on the test.

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Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test.

Students caught cheating during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information.

In order to qualify to write a missed test, the student shall have:
a) attended at least 80% of the classes.
b) provided the professor an acceptable explanation for his/her absence.
c) been granted permission by the professor.

NOTE: The missed test that has met the criteria above will be an end-of-semester test.

Labs and Assignments are due on the due-date indicated by the Professor. Notice by the professor will be written on the lab or verbally announced in the class and / or both. No late labs will be accepted beyond the due date. Once labs / assignments have been marked by the professor and returned to the student, no new labs / assignments will be accepted. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical in content and personal wording to others may constitute academic dishonesty and result in a zero grade.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

| **Course Outcomes and Learning Objectives:** | Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes: |

Course Outcome 1	Learning Objectives for Course Outcome 1
1.) Work with Sault College`s Network and the Internet	1.1 Read and abide by Sault College`s policy on computer usage: 1.2 Understand and effectively use the Sault College lab and data environment: 1.3 Map to AIT, and Student Data Files 1.4 Demonstrate the purpose of, utilization, and manipulation of folders (or directories), sub-folders or sub-directories, absolute and explicit paths: 1.5 Explore fundamental Internet concepts and protocols: 1.6 Work with Internet browser software application(s): 1.7 Describe the purpose and components of URLs: 1.8 Identify common web sites and utilities: Google Apps, Gmail, Facebook, Chrome, etc. 1.9 Identify and use Search Engines effectively: 1.10 Work with File Transfer Protocol in the GUI and CLI environment: 1.11 Use FileZilla to apply FTP 1.12 Identify email protocols: 1.13 Send, receive, reply, forward and copy e-mail 1.14 Send, receive, forward and copy e-mail attachments 1.15 Apply CC and BCC e-mail addressing 1.16 Describe the purpose of a listserv 1.17 Use Web Mail

	1.18 Organize email folders 1.19 Incorporate email constructs such as distribution lists, calendar entries and signatures 1.20 Demonstrate fundamental concepts related to Internet
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2.) Define and apply Operating System theories and concepts	2.1 Document the component pieces of a computer system and the operating system`s relevant roles and responsibilities 2.2 Describe the significance of the binary representation of bits, bytes, and words. 2.3 Understand the significance of the ascii, ebcdic, and Unicode character set representation 2.4 Diagram the concepts of kernel, shell, process, program execution, input / output operations, communications, error detection, and memory management 2.5 Differentiate between the following: 32 bit vs 64 bit system, Windows OS vs Unix OS: 2.6 Diagram concepts such as preemptive multitasking, virtual memory, and virtual machine: 2.7 Explore the fundamentals of secondary storage covering: disks, sectors, tracks, cylinders, platters, partitions, the master boot record, and the boot process:
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3.) Utilize Microsoft Windows 10	3.1 Document the history of Windows operating systems 3.2 Identify and utilize Windows desktop components 3.3 Identify the component parts of a Window and their purpose 3.4 Utilize the on-line Help features availed by the GUI 3.5 Identify and apply proper shutdown and log-off procedures 3.6 Create shortcuts on the desktop 3.7 Define Windows file naming conventions 3.8 Differentiate between various file types: system, data and executable 3.9 Copy, move, edit and delete files using My Computer, Windows Explorer, and cut, copy, paste techniques 3.10 Explore the role and use of the Recycle Bin. 3.11 View and modify file and folder attributes 3.12 Identify and utilize available disk drives 3.13 Identify and differentiate between various file systems used by Windows - FAT and NTFS 3.14 Differentiate between system, non-system, and recovery disks 3.15 Develop effective use of Windows Search capabilities 3.16 Develop contextual awareness of the purpose of the Windows Registry 3.17 Develop awareness for the purpose of a Restore Point 3.18 Develop awareness of Windows memory allocation and utilization 3.19 Differentiate between Internal and External commands, and the concept of Path to locate external commands 3.20 Apply the concept of Multi-tasking in Windows 3.21 Access and utilize the Command Line interface
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4.) Introduction To Network	4.1 Describe the structure of a Network Operating System

Operating Systems	environment 4.2 Identify the major Network Operating Systems in the workplace 4.3 Compare certifications of each Network Operating System 4.4 Compare pricing, support, and past / current / future market share 4.5 Contrast the difference between Peer-LAN and Client / Server 4.6 Identify the versions Microsoft Windows 2016 Server software 4.7 Diagram Domain modeling with introduction to Domain Controllers, Trees and Forests
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5.) Install and configure a Windows Network Server	5.1 Download Windows 2016 Server source files 5.2 Create a Virtual machine and virtual image 5.3 Identify the startup location and executable file for the Server install 5.4 Differentiate between Standalone, Member Server or Domain Controller 5.5 Contrast Computer Name, Domain Name, and DNS Naming structure 5.6 Install a Windows Server on your Virtual Machine 5.7 Login to 2016 Server and create a backup Administrator account 5.8 Configure TCP/IP to access the network and Internet 5.9 Lockdown Windows 2016 Server using a Firewall, Anti-Virus and Service Pack updates 5.10 Install a DNS Server in preparation for Network Name Resolution 5.11 Configure DNS and WINS for Ã¢â`¬ UserÃ¢â`¬â ¢ and Ã¢â`¬ ComputerÃ¢â`¬â ¢ locating on the Network 5.12 Create Ã¢â`¬ HostsÃ¢â`¬â ¢ and Ã¢â`¬ ImhostÃ¢â`¬â ¢ files for Name Resolution
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Administer a Windows 2016 Server (Users and Groups)	6.1 Explore Administrative Tools 6.2 Work with Active Directory in preparation for a Domain-Based install 6.3 Install Active Directory and convert to a Domain Controller 6.4 Work with Ã¢â`¬ Active Directory Users and ComputersÃ¢â`¬â ¢ tool 6.5 Create User Accounts 6.6 Create Domain Local Groups 6.7 Add Users to Groups
Course Outcome 7	**Learning Objectives for Course Outcome 7**
7.) Administer Windows 2016 Server (Shares, Folders and Files)	7.1 Explore Share Level Permissions 7.2 Contrast NTFS vs FAT in a Windows 2016 Server environment 7.3 Apply and test Shares / Folders and File Permissions in an NTFS-based environment using hands-on business lab examples
Course Outcome 8	**Learning Objectives for Course Outcome 8**

	8.) Implement Group Policy	8.1 Compare Policies VS Profiles 8.2 Contrast Local and Group policies 8.3 Work with the Window Domain and Domain Controller Group Policies 8.4 Learn the hierarchy of Policy ordering and execution 8.5 Contrast then create Local and Roaming profiles 8.6 Understand the flow of Roaming profiles 8.7 Implement Group Policies to restrict user accessibility on the Network 8.8 Map drives and re-direct folders using Group Policy
	Course Outcome 9	**Learning Objectives for Course Outcome 9**
	9.) Manage Printing Services	9.1 Install, configure and secure Printing Services for Windows 2016 Server 9.2 Install and share a Network-based Printer 9.3 Test printing services for both Server and Client
	Course Outcome 10	**Learning Objectives for Course Outcome 10**
	10.) Create Backup Strategies and Disaster Recovery Plans	10.1 Apply various backup methods and schedules 10.2 Work with file Ã¢â`¬ ArchiveÃ¢â`¬â ¢ bit for backups and restores 10.3 Perform Volume backups 10.4 Research Storage Area Networks 10.5 Document off-site backups and data backup integrity testing

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Assignments	30%	
Attendance	10%	
Tests	60%	

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual

clues.

4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:	September 7, 2018
	Please refer to the course outline addendum on the Learning Management System for further information.